

Town of Secaucus Job Description

JOB TITLE: COALITION COORDINATOR – DRUG FREE COMMUNITIES/MUNICIPAL ALLIANCE

Exempt (Y/N): Y SALARY LEVEL: \$35,000-45,000 DOQ

SHIFT: DIVISION:

LOCATION: Town Hall

DEPARTMENT: Administration

UNION AFFIL.: Non-union

SUPERVISOR: Town Administrator

SUMMARY: Under the general direction of the Mayor and Town Administrator, the Coalition Coordinator is responsible for the coordination of the Secaucus Municipal Alliance, Drug Free Communities (DFC) grant and other coalition grants that the town is awarded. The Coalition Coordinator provides support to the Mayor and Town Administrator when needed. The Coalition Coordinator insures the Strategic Prevention Framework model is being utilized and all grant activities and requirements will be completed.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

Ensure that all requirements of the Secaucus DFC grant are met.

- * Coordinate (minimally) bi-monthly coalition meetings. (produce agenda/minutes)
- * Continually work on building capacity and expanding coalition involvement.
- * Ensure current data and community trends are collected, analyzed, and utilized for coalition efforts, including the creation of and updating of the logic model and action plans.
- * Work with community members and committees to ensure the goals of the coalition are met.
- * Promote coalition platforms via press releases, advertising, media, fliers, community events, and other means deemed beneficial for increasing awareness.
- * Conduct/coordinate parent, youth, and community presentations as needed on behalf of the coalition.
- * Attend trainings/meetings as needed or required as the Coalition representative from Secaucus.
- * Manage special projects (such as Sticker Shock campaign, TAMS trainings, etc.) for the coalition.
- * Conduct Town Hall meetings on specific focuses (Under-Age Drinking or Prescription Drugs) annually or as outlined by the coalition grants.

- * Maintain proper records ensuring efficient organization.
- * Complete all required DFC reports in a timely manner (COMET, year-end, etc.).
- * Participate and manage the DFC workstation, as required by the grant.
- * Via updates from Finance Director, ensure the DFC grant budget cash flow and forecasting is used appropriately.
- * Complete REACH evaluation updates on a bi-weekly basis.
- * Coordinate the required Youth Survey.
- * Coordinate work with all sub-contractors, including the evaluator.
- * Serve as Secaucus representative to the Hudson County Coalition for a Drug-Free Community.
- * Work with Town of Secaucus Finance office to ensure proper use and reporting of funds, including documentation of the required DFC match.
- * Oversee efforts of additional PT staff as needed or required.
- * Ensure all grant requirements, including action plans, are completed on time.

Ensure that all requirements of the Municipal Alliance (GCADA) grant are met.

- * Oversee the planning and completion of all alliance services.
- * Complete all required reporting (quarterly, annually, needs assessment, etc.).
- * Work with Town of Secaucus Finance office to ensure proper use and reporting of funds.
- * Facilitate alliance meetings.
- * Ensure all grant requirements, including action plans, are completed on time.

Assist Mayor and Town Administrator with special projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a bachelor's degree, preferably in public health or a related field. A Master's Degree and/or CPS certification is preferred. The applicant must have strong computer skills, with knowledge of Microsoft office programs (Word, Excel, PowerPoint). The ability to establish and maintain professional relationships with staff, community leaders, clients, collaborating partners, funders, and supervisors is essential. Excellent organization and communication skills are a must.

The Coalition Coordinator should have the ability to work on several major undertakings at the same time. A flexible work schedule is important to accommodate night/weekend events and meetings. Must be able to exercise independent judgment and, at times, work with minimal supervision.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications should be filed with the Town Administrator's Office no later than 4:00 p.m., Friday, October 17, 2014.

Date of Posting: Friday, October 3, 2014

DAVID B. DRUMELER, ESQ.

Town Administrator

How to apply:

e-mail resume to: ddrumeler@secaucus.net <mailto:ddrumeler@secaucus.net>

Deadline for submitting resumes is October 17, 2014